

DEPARTMENT: DEPARTMENT OF MUNICIPALITY

Manager: Mayor's Office And Special Programmes

Remuneration package: R 377 718.24 per annum (post level 01)

Requirements: •Grade 12 plus B-degree in Public Administration or equivalent •2-3 years experience on supervisory or middle management level •Knowledge and understanding of municipal environment will be an added advantage •Ability to communicate and negotiate at all levels of government •Ability to work with diverse communities and awkward hours •Valid Drivers License.

Responsibilities: •Manage the Office of the Mayor and its entire staff component •Manage and facilitate special programmes i.e. youth, gender, sports, senior citizen, people with disability and any other forums operating within the Mayor's Office •Co-ordinate and prepare meetings or functions which involves the Mayor •Manage budget within the Mayor's Office

Key Competencies: Good communication skills and report writing skills* Understanding of political dynamics within local government

Personal Assistant: Office Of The Mayor

Salary scale: R 248 032.56 – R 273 939.34 per annum (post level 05)

Requirements: •Grade 12 plus NQF level 6 or equivalent •3-4 years experience in Office Administration •Code EB 1 drivers licence

Responsibilities: •Provide office administration service within the Office of the Mayor •Manage the diary of the Mayor •Maintain the year planner for the Mayor •Provide protocol services •Ability to work to deadlines and under pressure •Execute any other duties as and when delegated to do so by the Office of the Mayor.

Key Competencies: Confidentiality, interpersonal skills, good telephone etiquette, computer literate.

Re-Advertisement: Assistant Librarian

Salary Scale: R121 755.06 – R137 848.32 (post level - 10)

Qualifications/Requirements: •Grade 12 •Degree or Diploma in Library and Information Science •Minimum of one year working experience in Library public library •Computer Literacy and a Valid Driving License.

Responsibilities: •Shelving of Library materials •Knowledge of Cataloguing and Classification System •Taking daily statistics of Library Users •Performing all other counter and reference duties.

Key Competencies: •Interpersonal and people skills •Good organisational, communication, report writing and customer service skills.

OFFICE OF THE MUNICIPAL MANAGER

Assistant Manager: Internal Audit

Salary Scale: R333 729.29 per annum (post level - 3)

Qualifications/Requirements: •A Degree or National Diploma in Internal Auditing or Auditing. Studies towards a professional qualification, e.g. CIA/CA, would be an added advantage •A minimum of 2 years supervisory experience and three (3) years experience in Internal Auditing •Knowledge of audits, the MFMA, and International Standards of Professional Practice of Internal Auditing (ISPPA) •Valid Code B driving licence.

Key Performance Areas: •Provide key input in developing Internal Audit three year and annual plans in line with the municipalities' vision, mission and strategic objectives •Define the purpose, authority and responsibility of the audit function •Execute audit projects at the Municipality. Conduct follow-up and ad-hoc assignments •Prepare drafts reports •Overall supervision of the execution of the engagement and final review of the work performed •Market the services of the audit function in the institution •Provide support to the Audit and Performance Audit Committee.

Key Competencies: •Interpersonal relations •Stakeholder Management •Problem Solving. Analytical thinking •Negotiation •Decision Making and Project Management Skills is required

DEPARTMENT: DEVELOPMENT PLANNING

Land Survey: Interns (2 Posts)

(24 months contract)

Salary Scale: R 10 194. 82 per month

Qualification/ Requirements: •B Degree or Diploma in Land Survey •Computer literacy will serve as a strong recommendation

Responsibilities: •Render site survey •Demarcation of sites •Identification of boundary pegs •Processing of business and residential applications for permission to occupy applications.

Key Competencies: •Report writing skills •Interpersonal relations •Presentation skills •Effective verbal communication •Excellent interpersonal and facilitation skills which include negotiation and conflict management.

All applications must be on the Council prescribed employment application form, accompanied by a CV and certified copies of qualifications and Identity document. Employment Applications can be collected at Makhado Civic Centre (Regisry) or download on our municipal website: www.makhado.gov.za.

Forward your applications to the Acting Municipal Manager, Private Bag x 2596, MAKHADO, 0920 OR hand delivered your applications at 83 Krogh Street, Civic Centre.

For enquiries contact [MM Makhado@ 015 5193225](mailto:MM.Makhado@0155193225)

Closing Date: 31 AUGUST 2012

NO FAX OR E-MAIL APPLICATION WILL BE CONSIDERED. If you have not been contacted by Makhado Municipality within 60 days after the closing dates of advertisement, please accept that your application was unsuccessful

Civic Centre, 83 Krogh Street, Makhado. E.L. MUGARI: ACTING MUNICIPAL MANAGER

Notice No.: 118/2012 File No.: 5/3/B



**Makhado
Local
Municipality**

